



# County of Galveston

## Human Resources

### JOB POSTING NOTICE

Galveston County is seeking a new Activity Assistant (**PART TIME, No Benefits**) to work at the Senior Center for Parks and Cultural Services! The right candidate will be responsible for the implementation of senior activity programs.

**JOB TITLE:** Activity Assistant (**PART TIME, No Benefits**)

**DEPARTMENT:** Parks and Cultural Services

**HOURLY RATE:** \$10.23 an hour

**JOB GRADE:** 2C

**OFFICE ADDRESS:**

4102 Main Street (FM 519)  
La Marque, TX 77568

**OFFICE HOURS:**

8:00am to 5:00pm,  
Monday – Friday

**PHONE:** (409) 770-5418

**FAX:** (409) 770-5351

**WEBSITE:** <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

**TO APPLY:**

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

#### QUALIFICATIONS/REQUIRED SKILLS

- High School Education/GED
- MUST HAVE 1+ years of experience in customer service
- Previous experience working with the senior population preferred
- Exceptional oral and written communication skills
- Ability to work as a team player with other staff in the office
- Must be able to work with the public while delivering exceptional customer service
- Must have food handler's permit or the ability to obtain within 6 months of hire.
- CPR/1st Aid Certification required or the ability to obtain within 6 months of hire.

**Preferred Skills (NOT REQUIRED):**

- Bilingual
- Intermediate computer skills
- Past experience as an activity assistant
- CPR/First Aid Certification
- Food handler Certification

#### RESPONSIBILITIES INCLUDE

- Monitors calendars for daily events.
- Sets up and monitors activities, including arts and crafts, health education, and other programs.
- Cleans facilities following activities.
- Serves at various Center locations as assigned.
- Responsible for answering the phone as needed.
- Supervises the center in the absence of supervisor.
- Able to report regularly for work and be on time.
- Performs other duties as assigned by supervisor.

**Date Posted:**

**10/7/2016**

**ADA/Equal Employment Opportunity Employer/VETS WELCOME**